



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025


ATSG-CG

NOV 22 2004

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum #9 - General Officer Correspondence

1. Anyone in the Soldier Support Institute who receives official correspondence directly that is signed by a General Officer will provide a copy to my office by the end of the duty day. Personal correspondence and documents I have seen are exempt from this requirement.
2. Additionally, plans to invite General Officers and civilian equivalents to visit the Soldier Support Institute and its environs requires my review. Please provide the time frame proposed, the purpose of the visit, and your plan for conducting the visit in advance. The inviting office will ensure coordination is made with the Protocol Officer.
3. The proponent for periodic review of this policy is the SSI Deputy Commander.
4. READINESS STARTS HERE!


CINA S. FARRISEE
Brigadier General, USA
Commanding